



Accreditation Facilitation Grant Request for Proposal

Due Date: Thursday, April 8, 2010 at 5:00 p.m. Eastern Standard Time (EST)

Bright from the Start: Georgia Department of Early Care and Learning is the state agency charged with developing and maintaining a comprehensive system of early care and education. The activities of Bright from the Start (BFTS) are guided by the following vision and mission.

Vision

Bright from the Start: Georgia Department of Early Care and Learning will increase the number of Georgia's children and families who have access to quality early care and learning programs. More of Georgia's early care and learning programs will achieve and maintain higher, measurable, research-based standards.

Mission

Bright from the Start: Georgia Department of Early Care and Learning delivers exemplary early care and education programs that improve the quality of early learning experiences, increase school readiness and improve overall school performance.

The Bright from the Start system includes the governance and maintenance of an infrastructure that continues to build the capacity of the state and its schools and communities to prepare children to succeed.

Bright from the Start responsibilities include:

- Administering Georgia's Pre-K Program;
- Licensing more than 3,000 child care learning centers and group day care homes;
- Registering more than 5,000 family day care homes;
- Administering two federal nutrition programs: the Child and Adult Care Food Program and the Summer Food Service Program;
- Housing the Head Start State Collaboration Office;

- Funding and partnering with the Child Care Resource and Referral agencies;
- Collaborating to blend federal, state, and private monies to enhance early care and education;
- Administering the federal Even Start dollars to promote family literacy; and
- Administering a portion of the federal Child Care and Development Fund to increase the availability, affordability, and quality of early childhood care and school age care services.

Bright from the Start: Georgia Department of Early Care and Learning, in the delivery of all services, embraces the goal of the Governor's Office of Customer Service that all services provided through state government channels, are **"Faster, Friendlier, and Easier."** Department staff, or those acting on its behalf, will, at all times, be courteous, helpful, accessible, responsive, and knowledgeable.

Bright from the Start will distribute a portion of the federal Child Care and Development Fund through this Accreditation Facilitation Grant Request for Proposal (RFP) to strengthen Georgia's early care and education system by promoting quality through national accreditation. Bright from the Start is soliciting proposals to provide accreditation facilitation services that will enable licensed child care programs and registered family day care homes to meet national standards of quality and attain accreditation through a national accrediting organization. National accreditation represents our best hope for continuous improvement and sustained quality.

Bright from the Start is seeking proposals from organizations that have the capacity to provide accreditation facilitation services to licensed child care learning centers, group day care homes and/or registered family day care homes seeking national accreditation or seeking to renew national accreditation.

Posted Date: March 8, 2010

Source of Funding and Period of Availability: Funds will come from a portion of the federal Child Care and Development Fund (CCDF) and will be awarded for contract period July 1, 2010 through June 30, 2011 (twelve months). Bright from the Start, at its sole discretion, may extend the contract for a maximum of three additional one-year periods based on performance and available funds for the initiative.

Estimated Amount Available: \$500,000.00

Estimated Number of Awards: 2-5.

Estimated Range of Awards: \$80,000.00- \$260,000.00 based on a maximum cost of \$8,000.00 per licensed child care learning center or group day care home and a cost of \$6,000.00 per family day care home for the twelve-month period.

Application Deadline: 5:00 p.m. EST, Thursday, April 8, 2010.

Submission of Proposals: Proposals must be submitted as four original hard copies with three CDs, before 5:00 p.m. EST, on Thursday, April 8, 2010, to the following address:

Bright from the Start: Georgia Department of Early Care and Learning
Attn: Accreditation Facilitation Grant Selection Committee
10 Park Place South, Suite 200
Atlanta, GA 30303

ACCREDITATION FACILITATION GRANT REQUEST FOR PROPOSAL

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Funding Available to Facilitate National Accreditation

To build and support a statewide system of early care and education and school age care requires building and supporting individual programs and providers. Bright from the Start will support quality improvement through the provision of national accreditation facilitation services. Bright from the Start is seeking applications from organizations that have the capability to provide services to assist programs in achieving or renewing national accreditation.

Accreditation facilitation shall help early care and education programs and school age care programs meet national standards of quality as measured by the National Association for the Education of Young Children (NAEYC), (www.naeyc.org/accreditation), National Association for Family Child Care (www.nafcc.org/accreditation/about_accreditation.asp), Council on Accreditation (www.coastandards.org/), and/or other comparable national accrediting organizations.

Accreditation facilitation services include, at a minimum, the provision of the following:

- Site visits to the early childhood programs to assess each program's readiness to participate in the accreditation facilitation project. The visit includes a tour of the facility, observation of the classroom(s), and discussions with the director.
- A baseline assessment for each program selected to participate in the accreditation facilitation initiative.
- Assistance to each program selected to participate in the accreditation facilitation initiative in developing an individualized program improvement plan that includes specific agreed-upon benchmarks, to ensure timely progression toward meeting the goals of the initiative.
- On-site technical assistance for programs selected to participate in the accreditation facilitation initiative. A minimum of 36 hours of on-site technical assistance for licensed child care learning centers and group day care homes and/or a minimum of 24 hours of on-site technical assistance for registered family day care homes during the initial twelve-month contract period will be provided in accordance with the individualized plan developed by the program and the technical assistance provider. The minimum number of on-site technical assistance hours (36 or 24) shall not include any pre and post assessment visits.

- On-site technical assistance visits should occur monthly, with no more than eight weeks between on-site technical assistance visits.
- Mentoring and/or coaching to offer guidance and support to program staff to assist them in developing competence and skills to achieve and sustain program improvement goals.
- A final assessment of program progress for each child care program that elects to discontinue work with the accreditation facilitation provider.
- An assessment at the end of the contract period for those programs that have not completed the national accreditation process or have not received notification from the accrediting agency. The purpose of this post-assessment is to measure and report the programs' progress in improving quality.
- Administration of Accreditation Support on behalf of participating child care programs to pay for self-study materials, accreditation fees, and/or equipment needed to meet accreditation standards.

Accreditation facilitation services may include additional support services such as:

- Providing training specifically related to national accreditation.
- Attending meetings with the staff, parents, and board members, as appropriate, to introduce the accreditation process.
- Conducting mock Assessor/Endorser visits.

Eligibility Requirements

Applicants may be private, for profit, or non-profit organizations, agencies or public entities. This opportunity is not open to individual child care learning centers or to multiple-site corporate operators of child care learning centers or school-age programs.

Applicants must have two or more years of organizational experience in providing direct accreditation facilitation services to Georgia's early care and education community. Applicants will possess a demonstrated ability to provide the accreditation facilitation services needed to earn national accreditation as demonstrated by those who have attained such accreditation.

Applicants must have sufficient cash flow to enter into a cost reimbursement contract. Applicant will provide financial information that will allow proposal reviewers to evaluate the financial stability of the organization. Public entities may submit the most recent audited financial report; private organizations may provide a copy of their most recent internal financial statement and a letter from their financial institution, on the financial institution's letterhead, stating the applicant's financial stability.

Description of Technical Assistance Services

Bright from the Start is seeking applicants with the ability to provide accreditation facilitation assistance services to licensed child care learning centers, licensed group day care homes, and/or registered family day care homes seeking national accreditation or seeking to renew national accreditation. Recipients of the Accreditation Facilitation Grants must align the technical assistance with Georgia's Technical Assistance System.

Bright from the Start includes, as an integral part of its comprehensive early care and education system, an articulated vision and mission that serves as guideposts for the delivery of all funded services in the state of Georgia. This vision and mission form the basis for the uniform standards of best practices in the provision of technical assistance.

Mission

Bright from the Start: Georgia Department of Early Care and Learning delivers exemplary early care and education programs that improve the quality of early learning experiences, increase school readiness and improves overall school performance.

Georgia's Technical Assistance System:

- Leads through its cutting edge vision, knowledge and expertise
- Is shaped by clearly articulated values for children, families and the early childhood education community
- Creates and sustains positive change
- Commits to achieving measurable results
- Adapts to changing strengths and needs
- Strives for and achieves the highest standards
- Relies on collaboration and partnership
- Engages in continuous self-examination in order to improve its provision of technical assistance and share its technical assistance model with others
- Provides relevant and targeted support

Consistent with the vision and mission, Bright from the Start has developed the following definition of technical assistance:

Technical assistance is a systematic process that is ongoing, customized, and enables programs to achieve measurable and sustainable results. The process is based on mutually agreed upon strengths, needs, goals and diverse strategies.

The successful candidate will be expected to align the services funded through this Accreditation Facilitation Grant with the above declarations. Applicants funded must ensure that all staff providing technical assistance meet or exceed specific educational

and experience requirements. In addition, applicants proposing to offer accreditation facilitation services must demonstrate or describe in their proposal, the following:

- The ability to provide high quality accreditation facilitation services to support licensed child care learning centers, licensed group day care homes, licensed school-age care programs and/or registered family day care homes to achieve national accreditation through the National Association for the Education of Young Children (NAEYC), (www.naeyc.org/accreditation), the Council on Accreditation (www.coastandards.org/), the National Association for Family Child Care ([www.nafcc.org/accreditation/about accreditation.asp](http://www.nafcc.org/accreditation/about_accreditation.asp)), and/or other comparable national accrediting organizations, and the ability to assess program readiness to pursue accreditation.
- Their success and expertise in working with early care and education and/or school age care programs in Georgia. Preference will be given to applicants who have successfully engaged in national accreditation facilitation and who demonstrate that the programs assisted achieved accreditation.
- A plan for advertising, recruiting, and fairly selecting programs to participate in the initiative.
- Organizational capacity to provide a minimum of 36 hours of on-site technical assistance to licensed child care learning centers and group day care homes, and/or 24 hours of on-site technical assistance to registered family day care homes during the initial twelve-month contract period in accordance with the plan developed by the program and the technical assistance provider. The minimum of number of on-site technical assistance hours (36 or 24) shall not include any pre and post assessment visits.
- On-site technical assistance visits should occur monthly, with no more than eight weeks between on-site technical assistance visits.
- All staff providing technical assistance, including assessments, must meet the following education and experience requirements:
 - Hold a Bachelors degree or higher in Early Childhood Education or related field of study; and
 - Have a minimum of three years experience providing technical assistance or three years of classroom experience in an early care and education or school-age care setting.
- The process for assisting each program in developing an individualized plan that includes specific agreed-upon benchmarks, to ensure timely progression toward meeting the goals of the initiative.

- The process for coordinating the provision of services with other technical assistance, coaching, mentoring, and/or training initiatives, as well as other accreditation facilitation projects, in order to integrate services, leverage resources, and avoid duplication.
- The provision of a pre-assessment for recruited programs and a post-assessment at the end of the contract period for those programs that have not completed the national accreditation process or have not received notification from the accrediting agency. The purpose of these pre- and post-assessments is to measure and report the programs' progress in improving quality during the contract period.
- Provisions for final assessment of program progress for each child care program that elects to discontinue participation in the accreditation facilitation project.
- Organizational experience in serving a diverse population of programs and in assisting with the completion of self-assessment tools.
- A plan to effectively administer Accreditation Support for programs in need of financial support to meet accreditation standards. Accreditation Support funds will be provided to grantees from the American Recovery and Reinvestment Act of 2009 as an amendment to the Accreditation Facilitation contract. Accreditation Support is limited to a maximum of \$5,000 for each child care learning center; \$2,500 for each group day care home; and \$1,500 for each family day care home.
- A plan to objectively track, document and report progress made and outcomes for each participating program and all technical assistance provided. Applicants shall describe how program improvement will be measured (initial assessment or baseline instrument used), monitored, tracked and evaluated at contract's end.
- A plan to evaluate organizational success in achieving the stated objectives.
- A willingness to assist the Department in assessing/surveying customer satisfaction.
- A plan to assist staff in participating programs to enroll in the Georgia Early Care and Education Professional Development Registry, a secure online database that tracks the education, credentials, training, and employment experience of its members.
- A plan to link staff in participating programs to professional development opportunities and resources available through the Georgia Early Care and

Education Professional Development System (www.training.decal.ga.gov), the Technical College System of Georgia (www.tcsge.edu/), the SCHOLARSHIPS and FIRST programs (www.caresolutions.com/content/page.cfm/183/), and HOPE (www.gacollege411.org).

Target Population to be Served and Geographic Coverage

Services must be provided to early care and education and/or school age care programs that make a commitment to seek national accreditation and which are in substantial compliance with regulatory requirements. Current monitoring reports of licensed child care learning centers, school age care programs, and group day care homes or registered family day care homes are available on Bright from the Start's web page (www.decal.ga.gov).

Early care and education programs must be licensed, registered, or legally exempt from licensure (e.g. Head Start and Georgia Pre-K programs located in public schools, programs licensed by the Department of Defense). School age care programs must be licensed or legally exempt from licensure (e.g. programs operated by local education boards, government, or the Department of Defense). Programs that claim exemption from being licensed because they provide drop-in care are not eligible.

Proposal Guidelines and Formatting

Proposals must be submitted before **5:00 p.m. EST, Thursday, April 8, 2010** to the following address:

Bright from the Start: Georgia Department of Early Care and Learning
Attn: Accreditation Facilitation Grant Selection Committee
10 Park Place South, Suite 200
Atlanta, GA 30303

Applicants must submit four signed originals and three CDs of the application package.

The complete request for proposal and forms may be downloaded from the Bright from the Start web site: www.decal.ga.gov. Applicants are urged to download the forms (in Microsoft Word) to save and complete. The Proposed Initiative Narrative sections should be clearly labeled and submitted in the order they are requested.

The original proposal must be printed on one side only. Pages must be consecutively numbered.

Proposals must be typed with a minimum 12-point font size. The Abstract and Proposed Initiative Narrative must be typed with a minimum 12-point font size and double-spaced with one-inch margins. The Abstract may not exceed two pages; the Proposed Initiative Narrative may not exceed 12 single-spaced pages with one-inch margins.

The original proposals must be secured with binder clips (no staples, folders, or notebooks). The originals and CD copies become the property of Bright from the Start and will not be returned; please retain a copy for your records.

Once the proposal is received in the Bright from the Start office, no changes, corrections, additions, or subtractions may be made to the application.

Proposals and supporting documents become the property of Bright from the Start, a public entity, and thus become public information.

Direct all RFP questions to Carol Hartman, Grants Supervisor, via e-mail at: Carol.Hartman@decal.ga.gov on or before March 22, 2010.

Proposal Elimination Criteria

Proposals will **not** be considered for funding if:

- The proposal arrives at Bright from the Start after the deadline (5:00 p.m. EST, Thursday, April 8, 2010).
- The proposal exceeds the maximum page requirements as indicated in each section of the request for proposal.
- The proposal is faxed or e-mailed to Bright from the Start.
- The proposal is incomplete (missing information such as the tax identification number, forms, narrative sections, documentation, etc.).
- Either the *Certified Assurance* form or the *Authorization and Contract Information* form is not signed.
- The proposal does not follow the General Application Guidelines.
- The four original proposals and the three CD copies are not received.
- The organization submitting the proposal appears on the state's Delinquent Audit List.

Funding Priorities

The application process is competitive. Not all applications will be funded.

Priority will be given to applicants with direct experience in national accreditation facilitation and a record of success in helping programs achieve national accreditation.

Priority will be given to applicants who propose to offer services statewide.

Awards

Applicants will be notified of funding decisions by June 15, 2010. Awards will reflect a maximum annual cost of \$8,000.00 per year for licensed programs and \$6,000.00 per year for registered programs. The awards do not include Accreditation Support. Accreditation Support funds will be provided to grantees from the American Recovery and Reinvestment Act of 2009 as an amendment to the Accreditation Facilitation contract. Accreditation Support is limited to a maximum of \$5,000 for each child care learning center; \$2,500 for each group day care home; and \$1,500 for each family day care home. Accreditation support is used on behalf of eligible child care programs to pay for self-study materials, accreditation fees, and/or materials required to meet national accreditation standards.

Grantees will enter into a contract with Bright from the Start. **The contract period is from July 1, 2010 to June 30, 2011.** The contract will include the proposal submitted to Bright from the Start. The grantee will be responsible for meeting the goals and objectives, conducting the activities, and adhering to the budget in the proposal.

Any organization appearing on the state's Delinquent Audit List at the time of funding selections will not be considered. Any programs that are placed on the state's Delinquent Audit List during the contract negotiation process will not be funded.

Bright from the Start, at its sole discretion, **may extend the contract for a maximum of three additional one-year periods** and add additional funds to support continuation of the initiative. When determining whether to offer a contract extension, Bright from the Start will review performance and consider available funds for the initiative.

Grant awards will be "cost reimbursement" which means that Bright from the Start will pay grantees for the approved expenses they incur during the contract period. **Applicants, must therefore, have sufficient cash flow to enter into a cost reimbursement contract.** Programs will be reimbursed each month after providing services, reporting progress to Bright from the Start, thoroughly documenting that the expenses have been incurred, and that the debts have been settled. Expenses incurred before the effective date of the contract or after the termination date are not reimbursable. Expenses reimbursed through the contract with Bright from the Start cannot be reimbursed or claimed from any other funding source.

Applicants must have the capacity to maintain accounting systems that provide for the accurate, current and complete disclosure of all financial transactions associated with

the grant funds. These accounting systems must have the capacity to track and record all funds related to this specific proposed initiative separately identifiable from other revenues and expenses of the organization.

Grantees may be required to attend a one-day orientation session in Atlanta in July.

All funding decisions are final. No appeals will be considered.

Proposal Review, Scoring and Selections

All proposals undergo an initial screening to ensure responsiveness and completion. All proposals deemed complete are read and scored by independent reviewers with expertise in early childhood and school age care. Reviewers submit scores and comments for each proposal to Bright from the Start. Reviewer scores are averaged together to form a composite score for each proposal.

The maximum number for all the selection criteria is 100 points. The maximum score for each criterion is indicated in the table below.

Accreditation Facilitation Grant Request for Proposal Scoring	
Abstract	5
Geographic Area Served	5
Objectives	15
Organizational Capacity	25
Plan of Action/Activities	15
Staffing	20
Evaluation	10
Budget Worksheet & Narrative	5
Total Points Available	100 points

A selections committee makes funding recommendations. The selections committee is comprised of individuals with expertise and experience in the early childhood and school age fields. Members of the selections committee will not be eligible to solicit funds through the RFP process.

Selections committee members will consider the funding priority criteria, average scores, and comments from reviewers. If needed, applicants may be asked to provide additional information and/or applicants may be asked to make a brief presentation before the selections committee.

Bright from the Start will notify applicants on or before June 15, 2010 of funding decisions. If a decision is made to partially fund an application, a Bright from the Start

staff member will contact the organization to request that the organization modify the application to match the funding award. Revisions may also be requested to the activities and objectives, the budget, or other sections of the application.

Required Proposal Components

The proposal consists of forms (Title Page, Budget, Certified Assurances etc.), a separate "Proposed Initiative Narrative" with required components (Objectives, Staffing, etc.), and Appendices (Letters of Collaboration, Audit, etc.). The Request for Proposal, including the required forms, is available on Bright from the Start's web site (www.decal.ga.gov).

Proposals missing any form, any of the required narrative sections, or any required appendix are considered incomplete and will not be funded. Refer to Proposal Guidelines and Formatting (pages 9-10) for additional information.

Proposals must be submitted in the order described here. Page limits are specified for the Abstract and the Proposed Initiative Narrative.

Proposal Title Page (form): Complete the two-page form on pages 17-18.

Abstract (narrative): Summarize, **in two pages or less**, what type(s) of programs will receive the accreditation facilitation services, how many programs will receive services, what services will be provided, the expected outcome of these services during the contract period, and how the outcomes will be measured.

Proposed Initiative Narrative (narrative): The narrative should address the components listed below. These components are further described in the next section "Proposed Initiative Narrative Components." The headings of each component (i.e. Objectives, Organizational Capacity etc.) should be clearly labeled. **The narrative must not exceed 12 pages, single-spaced.** The Proposed Initiative Narrative components should be presented in the following order:

- Objectives, including the number of programs to be served;
- Geographic area to be served
- Organizational Capacity;
- Plan of Action/Activities;
- Staffing; and
- Evaluation.

Budget Worksheet (form): Complete the Budget Worksheet on page 19. Refer to the Budget Categories and Definitions in this document and the List of Items Not Funded. The budget request should correspond to the activities planned for the twelve-month grant period that will allow the applicant to meet the objectives. The amount

requested should not exceed \$8,000 per child care learning center or group day care home and \$6,000 per registered family day care home. For licensed programs, the budget formula for the maximum allowable request is: # of programs to be served x \$8,000.00 = \$x. For registered programs, the budget formula for the maximum allowable request is: # of programs to be served x \$6,000.00 = \$y.

The Budget Worksheet should include any additional funds devoted to this initiative as well as funds requested from Bright from the Start. Using the total amount of funds to be devoted, delineate how funds will be used within the organization to accomplish the goals and to pay for the services provided.

The Budget Worksheet **should not** include Accreditation Support for programs in need of financial support to meet accreditation standards. The Accreditation Support funds will be provided to grantees from the American Recovery and Reinvestment Act of 2009 as an amendment to the Accreditation Facilitation contract. Accreditation Support will be based on the number and type of child care programs to receive Accreditation Facilitation services from the grantee. Accreditation Support is limited to a maximum of \$5,000 for each child care learning center; \$2,500 for each group day care home; and \$1,500 for each family day care home.

Budget Narrative (form): Complete the Budget Narrative on page 20. The Budget Narrative provides details on the funds requested on the Budget Worksheet. These detailed descriptions must be included for any items/services to be purchased. Duplicate the Budget Narrative form as needed to list all items/services to be purchased with the funds requested.

Certified Assurances (form): Read and complete the *Certified Assurances* form on pages 21-22. Proposals will not be considered for funding if the *Certified Assurances* form is missing or incomplete.

Authorization and Contract Information (form): Read and complete the *Authorization and Contract Information* form on page 23. Proposals will not be considered for funding if the *Authorization and Contract Information* form is missing or incomplete.

Application Checklist (form): Use this checklist on page 24 to ensure that all components of the application are included, **in order**, in the package to be submitted to Bright from the Start.

Appendices (attachments): Include the required Appendices only in the four original hard copies. The appendices are not required on the CD copies.

Audit (Required): All applicants must submit an organizational audit or financial statement from the most recent fiscal year.

Training Approval Letters (If Applicable): Any proposed training to be provided as a part of the Accreditation Facilitation initiative must be approved through Bright from the Start's training registry (www.training.decal.state.ga.us); be approved by Bright from the Start, and must specifically relate to national accreditation. This is not a request for proposal for staff professional development and/or training.

Proposed Initiative Narrative Components

The Proposed Initiative Narrative describes, in detail, how the applicant intends to provide the services to assist programs to achieve national accreditation. The Proposed Initiative Narrative accounts for 90 of the 100 possible points. Applicants must not exceed 12 single-spaced pages. The heading of each section should be clearly identified.

Objectives: Describe the outcomes anticipated and the objectives that will be accomplished by this initiative within the twelve-month contract period. Objectives must be specific and measurable. The objective(s) must include the number of programs that will benefit from this initiative and the number of programs that will become nationally accredited as a result of this initiative.

Geographic Area to be Served: Specify whether services will be provided statewide or within one or more of Georgia's Child Care Resource and Referral regions. Describe the plan for advertising, recruiting and fairly selecting programs to participate in the initiative. Describe the plan for ensuring that recruited programs are compliant with state licensing/registration rules. Describe the plan for ensuring that recruited programs ready to commit to pursuing national accreditation. Describe the plan for ensuring that the recruited programs are not already enrolled in an accreditation facilitation project provided by another organization.

Organizational Capacity: Describe the organization's current capability for providing accreditation facilitation services to programs to assist in achieving and/or renewing national accreditation. Include information related to the organization's fiscal, administrative, and programmatic capability for project success. Provide information about other, similar, initiatives that the organization has completed and outcome(s) of these initiative(s).

To assist with the coordination of services, describe all other current technical assistance, coaching, mentoring, training, and/or accreditation facilitation services your organization is providing to the early care and education community. Provide details on the types of services, number of centers/homes served, and the goals of the services. Provide the name(s) of the funding source(s) and amount that your organization is receiving to provide these services. Will these funds be used to integrate services proposed in this RFP?

Plan of Action/Activities: Clearly state the activities to be deployed or services to be provided during the twelve-month contract period. Describe the processes and tools that the organization uses to assist programs to achieve national accreditation. Include a description of the quality and intensity of the proposed activities (refer to pages 5-6 and 7-9). Describe how program improvement will be measured, monitored, tracked and evaluated. Describe the baseline, interim and final assessment processes and instrument(s). Provide detailed information on the amount of technical assistance offered, frequency of technical assistance visits, and any support services.

Use the following chart format to estimate the number of programs that will participate in the project, progress through one or more steps of the accreditation process, and achieve national accreditation during each month of the contract period. Estimate the total number of technical assistance visits and total number of technical assistance hours provided by month. (Within the chart, the font size may be 10 point or higher and information does not have to be double-spaced.)

2010-2011	Proposed # of Unique Sites in Program	Projected # of Sites Participating (by Month)	Projected # of TA Visits (by Month)	Projected # of On-Site TA Hours (by Month)	Projected Progress and Measure of Progress (# Completing Step)	Projected # Accreditations Earned (by Month)
July						
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
Totals						

Describe how the organization will coordinate with other agencies offering similar services in order to integrate services, leverage resources, and avoid duplication.

Staffing: Identify staff roles and responsibilities. Explain who has the responsibility and accountability for the proposed accreditation facilitation initiative. List all staff who will work on the proposed initiative and outline their duties, indicating the amount or percentage of time they will devote to this project. Describe how staff meet the qualifications required for providers of technical assistance (refer to pages 7-8).

Evaluation: Describe how the proposed initiative will be monitored and evaluated. This section should list specific objectives and outcomes and detail how it will be determined if each of these has been met. Describe the type of evaluation tool and/or method that will be used.

Required Forms

Applicants must complete and submit the forms listed below. These forms are included in this Accreditation Facilitation Request for Proposal. Information on forms should be typed; however, the font size may be 10 point or higher and information does not have to be double-spaced.

Please refer to "Required Proposal Components" (pages 14-15) to place the forms, narrative, and appendices in order in the proposal package.

- Title Page: Complete the two-page form.
- Budget Worksheet: Complete the one-page form.
- Budget Narrative: Duplicate the form as needed to list all items and services to be purchased with the funds requested.
- Certified Assurances: Complete the two-page form. Sign signature page.
- Authorization and Contract Information: Complete the form. Sign and date.
- Proposal Checklist

Attachments

The attachments provide guidance to help applicants prepare proposals to submit to Bright from the Start: Georgia Department of Early Care and Learning. The attachments are included in this Accreditation Facilitation Grant Request for Proposal after the forms.

- Budget Categories and Definitions
- Items Not Funded
- Administration of Accreditation Support Funds
- Map of Child Care Resource and Referral Regions

Proposal Title Page

Applicant Agency (Name, Address, Telephone, Fax, E-mail)	Official Authorized to Sign Application (Name, Title, Address, Telephone, Fax, E-mail) Signature _____
Proposed Initiative Director (Name, Title, Address, Telephone, Fax, E-mail)	Financial Officer (Name, Title, Address, Telephone, Fax, E-mail)
Proposed Initiative Costs Funds Requested \$_____ Other Available Funds \$_____ In-Kind \$_____ Total Cost \$_____	Type of Agency (check one) { } Non-Profit { } For-Profit { } Member of the Board of Regents { } Board of Education { } Public (County or State Government) { } Individual { } Board of Health { } Other <i>Please Specify</i> :_____
Title of Proposed Initiative	Federal Employee Identification Number (FEIN)
Geographic area to be served, target population, and estimated number of child care programs impacted:	

REVENUE

Please include ALL revenue sources for the last 12 months (January 2009 – December 2009). List the total dollar amount and the percentage of total annual program revenue from each source.

Categories of Funding	Annual Revenue Amount	Percentage of Total Annual Revenue Amount
Bright from the Start: Georgia Department of Early Care and Learning	\$	%
Charitable Contributions	\$	%
Georgia Department of Human Services (DHS) Contract(s)	\$	%
Fees	\$	%
Foundations	\$	%
Investor Capitol	\$	%
Other Federal Funds (specify)	\$	%
Other (specify)	\$	%
Other State Contracts	\$	%
United Way	\$	%
TOTAL BUDGET	\$	100%

If your agency is applying to other organizations for funding of accreditation facilitation or related services such as technical assistance, coaching, and/or mentoring, but has not yet received notification of funding, please list the name(s) of the organization(s), amount of the request:

Services Proposed	Potential Funder	Amount Requested	Expected Notification Date

Budget Worksheet

Calculate and enter in the table below the maximum cost per program to be served with accreditation facilitation services with these grant funds. Awards will reflect a maximum annual cost of \$8,000.00 per year for licensed programs and \$6,000.00 per year for registered programs. Funding is based on the proposed number of programs to be served by type of program (licensed or registered) multiplied by the allowed amount per program. The amount requested shall not exceed the "Maximum Allowed" in the chart below.

Proposed number of licensed programs:		x \$8,000.00 =	\$
Proposed number of registered programs:		x \$6,000.00 =	\$
Total proposed number of programs:		Maximum Allowed	\$
Amount Requested			\$

Contracts with Bright from the Start are cost reimbursement. Direct costs tied to the contract are reimbursable. Direct costs can be thought of as those cost that attach to or touch a "deliverable" in the process of service delivery. Indirect costs are not reimbursable. On the following page, designate how the organization will use the total amount requested to pay for services proposed.

Budget Worksheet (Continued)

Budget Categories	Allowable Expenses	Contract funds requested	Other funds (include in-kind)	Total cost of proposed initiative
Personnel Services:	Salaries	\$	\$	\$
	Fringe Benefits	\$	\$	\$
Regular Operating:	Audit	\$	\$	\$
	Client Benefits	\$	\$	\$
	Consumer Support	\$	\$	\$
	Equipment Maintenance	\$	\$	\$
	Insurance/Bonding	\$	\$	\$
	Postage	\$	\$	\$
	Printing	\$	\$	\$
	Subscriptions/Memberships	\$	\$	\$
	Supplies	\$	\$	\$
	Training/Conference	\$	\$	\$
Equipment:	Equipment	\$	\$	\$
Travel (in state):	Mileage, Meals, Lodging	\$	\$	\$
Facility Costs:	Rent	\$	\$	\$
Per Diem, Fees, and Contracts:	Per Diem, Fees and Contracts	\$	\$	\$
Telecommunications:	Telephone, Fax, Internet	\$	\$	\$
Total Funds Requested:		\$	\$	\$

Budget Narrative

Personal Services (list title, salary and benefits, & the percent of time on the proposed project)	Amount Requested \$
---	---------------------

Description of Personal Services expenses:

Regular Operating (examples - supplies, materials, registration fees)	Amount Requested \$
--	---------------------

Description of Regular Operating expenses to be purchased:

Equipment (items that do not exceed \$5,000.00)	Amount Requested \$
--	---------------------

Description of Equipment to be purchased:

Travel (lodging, meals, and mileage expenses related to the provision of technical assistance)	Amount Requested \$
---	---------------------

Description of Travel expenses to be purchased:

Facility Costs (rent, utilities, etc.)	Amount Requested \$
---	---------------------

Description of Facility Costs to be purchased:

Per Diem, Fees, & Contracts (costs associated with contracted work, include the hourly rate and number of hours on the project)	Amount Requested \$
--	---------------------

Description of Per Diem, Fees, and Contract expenses to be purchased:

Telecommunications (costs associated with phone services, internet, etc.)	Amount Requested \$
--	---------------------

Description of Per Telecommunication expenses to be purchased:

TOTAL AMOUNT REQUESTED FOR ALL CATEGORIES: \$ _____

***Note:** Duplicate or add lines as needed to list all items/services to be purchased with the funds requested.

Certified Assurances

If selected to receive an Accreditation Facilitation contract:

The applicant agrees to submit monthly financial and progress reports indicating activities undertaken, expenditures, and overall progress of the proposed initiative. A final report is required to be submitted at the end of the proposed initiative period. The final report will include evaluation data necessary to verify the success of the proposed initiative.

The applicant agrees that financial accounting, auditing, monitoring and other evaluation procedures will be used to assure fiscal accountability.

The applicant agrees to participate with any follow-up evaluations and/or surveys conducted in order to evaluate the success of the proposed initiative. These evaluations/surveys could occur after the contract termination date.

The applicant agrees that individuals providing technical assistance will, at a minimum, hold a Bachelors degree or higher in Early Childhood Education or a related field of study and have a minimum of three years experience providing technical assistance or three years of classroom experience in an early care and education or school age care setting.

The applicant agrees that individuals providing services in child care settings will undergo a criminal record history investigation, which may include a fingerprint record check. If criminal activity appears on any background check that is performed, the Department, in its sole discretion, shall make the final determination whether the outcome of a criminal background check may serve as adequate grounds to terminate the Contract.

The applicant certifies that the program described in this application meets all the requirements, all the information is correct, there has been appropriate coordination with affected agencies, and that the applicant will comply with all of the provisions of the federal Child Care and Development Fund and all applicable laws.

The applicant understands and agrees: a) that funds received are to be expended only for the purpose and activities covered by the applicant's approved application and budget, and b) that the grant may be terminated at any time by Bright from the Start if the applicant fails to comply with the provisions of the Child Care and Development Fund, Bright from the Start or any of the certified assurances listed above.

The applicant agrees that funds will be expended prior to June 30, 2011.

Certified Assurances
Page 2

The applicant agrees that if deliverables are not met during the contract period, repayment of funds to Bright from the Start: Georgia Department of Early Care and Learning could be required.

The applicant understands that proposals may be partially funded based on the evaluation and recommendations from the selection committee. Therefore, the applicant may be asked to modify the proposal and budget to match the funds awarded.

The applicant understands that payments will be made by Electronic Funds Transfer (EFT).

Certified Assurances - Signature Required

Certification: I certify that I have read and reviewed the above assurances and will comply with all provisions of the Child Care and Development Fund and all other applicable federal, state, and local laws.

Signature (Authorized Person)	Date
--------------------------------------	-------------

Typed or Printed Name	Title
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Street Address/Post Office Box

City	State	Zip Code
-------------	--------------	-----------------

(_____) Telephone	Fax	(_____) _____
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E-mail Address

Authorization and Contract Information

Authorization: (Must be completed by an individual authorized to sign financial transactions and legal documents.)

The undersigned confirms that the applying group or organization meets the criteria described in the Bright From the Start: Georgia Department of Early Care and Learning Request for Proposal; has provided accurate information regarding the program described in the proposal; and will meet contractual requirements if awarded a contract.

Original Authorized Signature: _____

Printed Name: _____

Title of Authorized Signer: _____

Date: _____

Telephone Number: () _____

Fax Number: () _____

E-Mail Address: _____

Legal Name of Applicant: (**Exactly** as it appears on the Articles of Incorporation or **exactly** as it appears on the 501(C)(3) letter, if applicable)

Legal Address of Applicant: (Must be a physical street address **exactly** as it appears on Articles of Incorporation or **exactly** as it appears on the 501(C)(3) letter, if applicable)

FEIN: (Federal Employee Identification Number or Social Security Number for individuals)

Organization's Fiscal Year Beginning and End:

_____/_____/_____ to ____/____/_____
Month Day Year Month Day Year

Proposal Checklist

Make sure you have followed all directions, included all requested items, addressed all portions of the narrative requests, and signed in all the appropriate spaces.

Proposals must be submitted in the following order with the **four** originals bound as described in the first portion of this document and three CD copies.

Proposal Components:

____ **Proposal Title Page** (two-page form)

____ **Abstract (narrative)** (two page limit)

____ **Proposed Initiative Narrative** (12 page limit)

- Objectives;
- Geographic Area to be served;
- Organizational Capacity;
- Plan of Action/Activities;
- Staffing; and
- Evaluation.

____ **Budget Worksheet** (two-page form)

____ **Budget Narrative** (one page form, may be expanded or duplicated as needed)

____ **Certified Assurances** (two-page document, and signature page)

Did the authorized person sign?

____ **Authorization and Contract Information** (one page form)

Did the authorized person sign?

Appendices: The appendices, if required, must be included at the end of the four *original* applications.

____ **Audit (Required):** All applicants must submit an organizational audit or financial statement from the organization's most recent fiscal year.

____ **Training Certificates:** All applicants who proposed to provide training as part of the accreditation facilitation services must provide certificates from the Georgia Early Care and Education Professional Development System demonstrating that the training(s) and trainer(s) are state approved.

Budget Categories and Definitions

Accreditation Facilitation Grant applicants may request and receive funds for expenses related to the initiative. Applicants may request and receive funds to pay for salaries, equipment, supplies, client services, etc. as long as the request is for direct costs tied to the proposed initiative. "Direct costs" are those costs/expenses that attach to or touch a "deliverable" in the process of service delivery. Indirect costs are not allowable.

The Budget Form categorizes each type of expense. The following chart offers examples of the allowable expenses under each of the budget categories and line items. The chart is provided for definitions only and examples are not all inclusive.

Personnel Services:	
Salaries/Fringe Benefits:	Expenses such as employee wages (hourly and salaried and employee benefits, health insurance, FICA, etc.). List each staff position and cost for each position. Provide the percentage of time on this project for staff position.
Regular Operating:	
Audit:	Pro-rated share of costs associated with the audit of the program. Refer to the provisions of the Office of Management and Budget (OMB) Circular A-133 (Audits of States, Local Governments, & Non-Profit Organizations) at: http://www.whitehouse.gov/omb/circulars/index.html .
Client Benefits:	Registration fees for conferences or training for child care programs. The conference/training must specifically relate to accreditation. (Do NOT include Accreditation Support in this budget, see page 15.)
Consumer Support:	Expenses associated with meetings such as room rental.
Equipment Maintenance:	Costs associated with maintaining equipment.
Insurance/Bonding:	Pro-rated share of the cost associated with insuring a building.
Postage:	Postage costs that are directly related to the marketing or recruitment of program participants.
Printing:	Printing costs that are directly related to the marketing/advertisement of the accreditation facilitation services or communication with participating programs.
Subscriptions/Memberships:	Costs associated with educational or professional publications or organizations, if included the contract.

Supplies:	Materials needed to conduct the initiative.
Equipment:	
Equipment:	The purchase of office equipment is limited to equipment specifically required to facilitate national accreditation and only if approved as a part of the initial proposal.
Travel:	
Travel: In-State Only	Staff expenses for meals, lodging, and mileage associated with site visits to participating programs. This includes the costs of vehicle rental when the cost does not exceed the cost of travel paid at the DECAL reimbursable rate of 40 cents per mile. State travel regulations apply to lodging and meals (http://sao.georgia.gov .)
Facility Costs:	
Rent/Utilities:	Pro-rated costs associated with rent, electricity, natural gas, fuel oil, water and sewer services.
Per Diem, Fees and Contracts:	
Per Diem, Fees, And Contracts:	Costs associated with agreements for service delivery evidenced by a written agreement such as agreements with consultants or a project evaluator. Include the hourly rate and the number of hours on the project.
Telecommunications:	
Telephone:	Costs associated with maintaining a telephone line for phone, fax and/or internet use for this project.

Items Not Funded

Administrative Expenses that exceed 10% (expenses related to the planning, organizing, and managing the proposed initiative).

Equipment: Televisions, video cassette recorders (VCRs) or digital video disk (DVD) players, cameras, telephones, laminating machines, fax machines, copy machines, computers, printers for computers, security systems/equipment, or office furnishings. Any single piece of equipment that exceeds \$5,000 (in whole or part, including the cost of installation).

Expenses reimbursed from any other funding source.

Indirect Charges: Flat rates to cover administrative costs which are not attached to the deliverable. Indirect cost can be described in three ways: (1) All costs that are incurred or reportable by an entity that do not tie directly to uniquely identified organization levels such as programs or projects that directly produce the products or services of the entity. (2) All costs incurred or reportable which benefit all operations of an organization. (3) Those costs which are incurred or reportable which are not directly incurred in the production or delivery of products or services produced by an entity. (See Budget Categories and Definitions.)

Land and/or buildings: The purchase of land or any type of building.

Lodging and meal expenses: Expenses that exceed the state rate. State travel regulations are available on-line at: <http://sao.georgia.gov>. Lodging and meals associated with out of state travel are not reimbursable. Please note the slight increase in rates for designated "High Cost" areas of the state.

Major renovations or building projects: Structural changes to the foundation, roof, floor, exterior or load-bearing wall of a facility, or the extension of a facility to increase the floor area; or extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change.

Meals: Meals or refreshments for event participants.

Mileage: Mileage expenses that exceed \$.40 per mile.

Operational Expenses: On-going operational expenses and basic operating supplies that specifically support the provision of technical assistance services outside of the grant population served.

Outdoors: Landscaping services, yard maintenance, fences, driveway paving, or parking lot paving associated with facility costs.

Personnel: Child care program staff salaries.

Travel: Conferences requiring travel outside of the state of Georgia for staff or participants.

Vehicles: The lease, purchase, or maintenance of any vehicle.

Administration of Accreditation Support Funds

Accreditation Support funds will be provided to grantees from the American Recovery and Reinvestment Act of 2009 as an amendment to the Accreditation Facilitation contract. Grantees will administer Accreditation Support funds and use the funds to pay for self-study materials, accreditation fees, and/or equipment needed to meet accreditation standards on behalf of participating child care programs.

Accreditation Support is limited to a maximum of \$5,000 for each child care learning center; \$2,500 for each group day care home; and \$1,500 for each family day care home.

Grantees administering Accreditation Support funds must ensure that child care programs that benefit from the funds meet the established selection criteria and have expressed a commitment to pursue national accreditation. Accreditation Support is provided in conjunction with technical assistance services and is based on each participating child care program's identified needs.

Persons involved in the Accreditation Support process may not have any employment, contractual, or policy-making affiliation with participating child care programs.

Grantees providing Accreditation Support on behalf of child care programs must ensure that the programs meet the following eligibility criteria:

Operate Legally (licensed or registered) Accreditation Support beneficiaries must be licensed or registered to provide child care services in Georgia. Programs must also be in substantial compliance with licensing requirements. Grantees may review information about licensed child care learning centers, school age care programs, and group day care homes or information about registered family day care homes on Bright from the Start's web page (<http://www.decal.ga.gov/>). Exempt programs must provide a copy of their letter of exemption from Child Care Services for the grantee's records. Accreditation Support benefits are intended for child care programs that provide full day, full year services and/or after school and full-day summer care for school age children. Funds may not be used for programs whose major activity is enrichment.

Meet age requirements for school age care. School age children benefiting directly from Accreditation Support must be between five and thirteen years of age on September 1, 2009. School age children with special needs may be served up to age 18 years.

Comply with the Americans with Disabilities Act. Each recipient must have a written plan on file that outlines the program's policies and procedures for including children with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990 (<http://www.usdoj.gov/crt/ada/>). For information, call the ADA Information Line at 1-800-514-0301. The ARC (<http://www.thearc.org/>) published *All Kids Count: Child Care and the ADA*, and can answer questions; call 1-800-433-5255. For additional information on inclusion, contact the Inclusion Coordinator at the local Child Care Resource and Referral agency, or, Jennie Couture, the State Inclusion Coordinator at Bright from the Start, at 404-656-5957.

Georgia Child Care Resource & Referral Regions and Agencies

Effective July 1, 2009

